

POSITION DESCRIPTION		DEPARTMENT/DIVISION Finance Administration
NAME		TITLE Economic Development Coordinator
PLACE OF WORK City Hall		GRADE 5
NAME/TITLE OF SUPERVISOR David Dunn, City Administrator & Carrie Myers, City Clerk		WORKING HOURS 8:00 am – 4:30 pm
NAME/TITLE OF THOSE YOU SUPERVISE		Exempt/Non-Exempt Non-Exempt
%	Position Description	Performance Standards
50	A. Economic Development Duties	<p>A1 Promote Brunswick investment potential, economic development, business, and real estate through a variety of media and events.</p> <p>A2 Build on and refine the City's marketing and branding efforts.</p> <p>A3 Lead efforts to track business and investment prospects and work with current businesses in need of technical support.</p> <p>A4 Analyze and develop programs to boost economic development initiatives such as tax and business incentives.</p> <p>A5 Coordinate efforts of all City staff in support of economic and business development goals and programs.</p> <p>A6 Serve as staff liaison to the Economic Development Commission and ensure all required reports, agendas, minutes, etc. are completed in a timely manner.</p> <p>A7 Work with stakeholders to assure data on real estate, taxes, demographics, growth, fees, etc. is readily available.</p>
40	B. Grant Duties	<p>B1 Pursue funding for business and economic development, recreation, infrastructure, utility projects, etc. through grant applications.</p> <p>B2 Engage in periodic meetings with City staff to understand the scope and need for grant funding, and research and identify potential funding sources.</p> <p>B3 Make timely application of grants and maintain an active log of all grant activity.</p> <p>B4 Maintain centralized records of grant activity and prepare monthly, quarterly, and annual reports to grantors as required.</p> <p>B5 Apply for grant reimbursements in a timely manner.</p> <p>B6 Assist with project coordination for active grants including bids and solicitations, contract and agreements, and project oversight when necessary.</p>
10	C. Other Duties	<p>C1 Coordinate Economic Development activities with Main Street Manager, Events Coordinator, etc.</p> <p>C2 Provide regular, accurate status reports to City Administration and Mayor & Council on Economic Development and Grant activities.</p>

		C3 Create and maintain administrative scanning and electronic filing of all processes and documents associated with position tasks. C4 Various additional tasks as assigned by the City Clerk or City Administrator.
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APPROVALS

The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

_____ Employee	_____ Date	_____ Supervisor	_____ Date	_____ Department Head	_____ Date
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